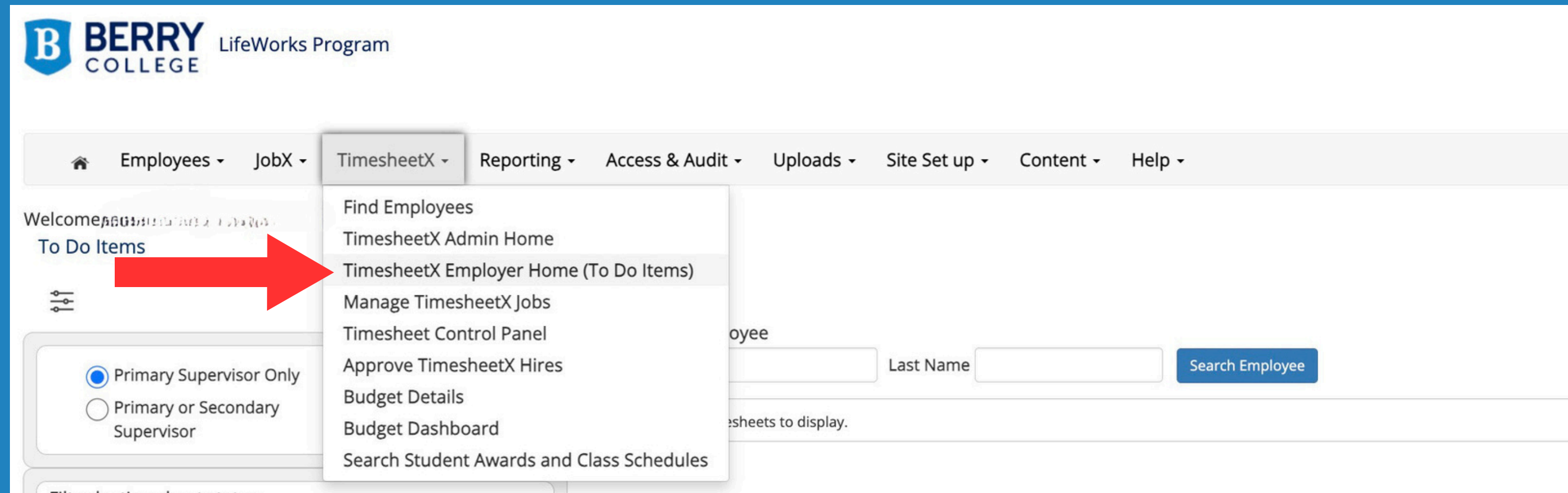


APPROVE TIMESHEETS

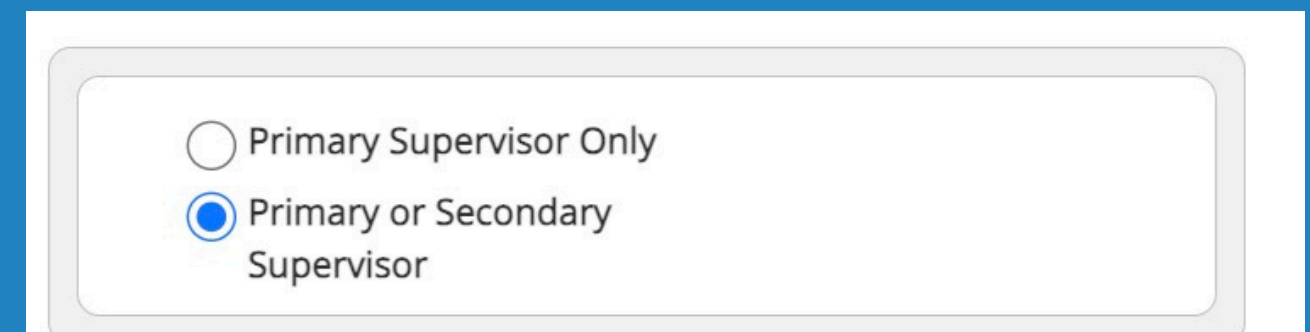


LifeWorks Program

Start at the TimesheetX Employer Home (To-Do Items)







If you are approving as a secondary supervisor make sure you choose this option in order to see all students



To see an individual student's timesheet, click the magnifying glass

Pending Approval : Berry Standard Pay Schedule: July 21, 2024 - August 3, 2024

	Hire	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	STUDENT NAME Special Events Assistant	76	0	8/6/2024 10:00 AM	8/2/2024 8:38 AM	 
<input type="checkbox"/>	STUDENT NAME Graduate Assistant	80	0	8/6/2024 10:00 AM	7/31/2024 9:03 AM	 

Confirm the student's hours are correct, then click "approve"
If there is an error, choose "return" and include a note to the student.

Time Sheet Entries

Date	Start	End	Hours	
Monday, July 22	12:30 PM	5:00 PM	4 hrs 30 mins	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Tuesday, July 23	1:00 PM	5:00 PM	4 hrs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Wednesday, July 24	12:00 PM	4:00 PM	4 hrs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Thursday, July 25	1:00 PM	5:00 PM	4 hrs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Monday, July 29	12:00 PM	5:00 PM	5 hrs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Tuesday, July 30	1:00 PM	5:00 PM	4 hrs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Totals: 25 hrs 30 mins

To review several timesheets, hover over the magnifying glass to preview each one for accuracy

Student: Timothy Naddy
Cost Center: LifeWorks Operations Office
Hire Title: Director of Training
Status: Pending Approval
Pay Period: July 21, 2024 - August 3, 2024
Deadline: August 5, 2024 1:00 PM
Email

Date	Start	End	Break	Hours
Monday, July 22, 2024	12:30 PM	5:00 PM	0	4.5
Tuesday, July 23, 2024	1:00 PM	5:00 PM	0	4
Wednesday, July 24, 2024	12:00 PM	4:00 PM	0	4
Thursday, July 25, 2024	1:00 PM	5:00 PM	0	4
Monday, July 29, 2024	12:00 PM	5:00 PM	0	5
Tuesday, July 30, 2024	1:00 PM	5:00 PM	0	4

Apply Action

Student Name | Hire | Hours | 8/6/2024 10:00 AM | 7/30/2024 5:10 PM

Then check each student and in the top right drop-down choose “approve timesheets” then “apply action”

- Select Action Below --
- Approve Timesheets
- Dismiss Timesheets
- Reject Timesheets
- Take Possession of Timesheets
- Export Timesheet Summary
- Export Timesheet Details
- Print Timesheets
- Email Employees